

Greenville Woodworkers Guild, Inc.
Position Description

<u>Title:</u>	Woodworking Shop Manager	PDE No.: 19
		Revision: 2
		Date Adopted: Aug 13, 2012
		Resolution: 2012-33

General Responsibilities:

The Woodworking Shop Manager is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild) for the general management of the woodworking shop located at the Greenville Woodworkers Education Center (the "Shop"). He/she shall administer policies established by the Guild Board of Directors governing use of the Shop and establish such other rules and procedures to address the security of the Shop and the safety of operations conducted therein as he/she considers necessary or appropriate. He/she shall appoint, train and delegate assignments and responsibilities to subordinate personnel so as to provide for maintenance of the facility and equipment; acquisition of required materials and supplies; scheduling of hours of operation and individual and group work sessions; and, shall take any and all other actions that he/she determines are reasonably necessary for the safe, efficient and orderly operation of the Shop.

Authorization:

The Woodworking Shop Manager is appointed by the Education Center Superintendent and serves at the pleasure of the Superintendent. The Woodworking Shop Manager is a member of the staff of the Education Center Superintendent and shall work with the Superintendent and other staff members to insure the safe and efficient use of the Education Center by all Guild members. The Woodworking Shop Manager is an Agent of the Guild and will sign an Indemnification Agreement with the Guild. He/she is bound by the Policies and budgets approved by the Greenville Woodworkers Guild Board of Directors and shall act consistently with such Policies and budgets. The Woodworking Shop Manager may appoint such assistants as may be necessary to assist with the duties of the Woodworking Shop Manager. Any such assistants serve at the pleasure of the Woodworking Shop Manager.

Specific Duties and Responsibilities:

The Woodworking Shop Manager's responsibilities are managerial and administrative in nature. As such, he/she is responsible for establishing rules and procedures; appointing and training subordinates; delegating work assignments; and, supervising and coordinating the activities of shop staff, members and volunteers so as to achieve the following.

- Appoint and train Shop Supervisors and Shop Assistants
- Assign Shop Supervisors and Shop Assistants as necessary for Shop operations.
- Set hours of operation of the Shop.
- Provide for scheduling of Shop work sessions.
- Establish and administer safety rules and procedures.
- Establish and enforce rules and procedures for use of various equipment and machines.
- Provide for indoctrination of Shop users as to Shop rules and procedures.
- Provide for assistance to Shop users in machine setup and operation.

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- Provide for maintenance of woodworking, dust collection equipment and compressed air system. Create and maintain historical maintenance records for all equipment and systems.
- Maintain the Education Center Woodworking Shop, Training Room and Break Room clean and orderly fashion including set-up, clean-up, supplies, trash removal, etc.
- Purchase and maintain inventories of supplies and materials required for the woodworking shop.
- Determine optimum placement for woodworking equipment, material/supplies storage, tools and other woodworking shop contents.
- Control and monitor use of the storage building. Approve use of the building and allocate storage space as appropriate.
- Plan and supervise modifications to the woodworking shop facilities and layout.
- Provide for collection of woodworking shop usage information and statistics and distribute reports as appropriate.
- Provide information about woodworking shop activities to the Website Manager and Newsletter Chairman.
- Purchase and receive equipment and tools.
- Perform any other actions necessary for the safe, efficient and orderly operation of the woodworking shop.